



# NOTICE OF VACANCY

**JOB TITLE:** Senior Rehabilitation Inspector  
**DEPARTMENT:** Housing and Economic Development  
**SALARY:** \$37,531.14  
**CLOSING DATE:** Open Until Filled

## **MAJOR DUTIES:**

Plans and develops all construction activities undertaken by the Housing and Economic Development Department. Supervises and directs all residential and commercial construction activities within the Department. Trains and supervises subordinate Department rehabilitation inspectors. Establishes project priorities and work schedules. Prepares and oversees all construction bidding and contracting of the Housing & Economic Development Department. Prepares Requests for Proposal (RFP), Requests for Qualifications (RFQ), and Invitations to Bid. Works with architects, the Planning Commission, state and local historic preservation agencies, and citizens groups to ensure that all new and rehabilitation construction is performed in accordance with historic guidelines. Establishes construction specifications and standards, quality control procedures, and inspection criteria. Performs project quality control inspections and ensures compliance with all federal, state, and city codes and ordinances. Coordinates and prepares required reports, write-ups, and cost estimates for eligible projects. Administers and performs Lead-Based Paint testing, hazard reduction, and clearance activities for all Department and sub-recipient rehabilitation projects. Other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

**Education:** Associate Degree, technical school, or equivalent level of education.

**Experience:** 5+ years in similar position or sufficient construction experience to perform principal duties and responsibilities. Considerable knowledge of construction and general contracting. Familiarity with local, state, and federal housing and building codes. Proficiency in construction cost estimating, specification writing, inspection techniques, and interpersonal relations. Certified as HUD Housing Quality Standards Inspector or have ability to obtain certification. Excellent oral and written communication skills. Demonstrated ability to work independently. Ability to supervise and train subordinate department personnel. Possess or have ability to obtain certification as a Housing Rehabilitation Inspector. Possess or have ability to be licensed as a Lead-Based Paint Risk Assessor.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

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